## **DIRECTIONS FOR NOTICES**

The notice should be completed as shown on the sample copy. A <u>copy</u> of the notice should be delivered in person, by the landlord or the landlord's agent (possibly the sheriff or a process server), and a <u>copy should be mailed certified and another copy should be mailed regular mail.</u>

<u>THE ORIGINAL SHOULD ALWAYS BE KEPT BY THE LANDLORD</u> for presentation to the court should the need arise. On the original form the affidavit of service should be completed and notarized.

These instructions are not intended to take the place of legal counsel. If you have further questions regarding the issuance of notices, please contact your attorney.

It should be noted that in some instances the notices for HUD Section 8 recipients may differ from Iowa code.

# **Non-Compliance Notice**

Tenant	Date
Address	
agreement and/or the requirements	tified that you have failed to comply with the terms of the rental of 562A.17 of the Code of Iowa, as amended, in the following ions)
You are further notified that the rer (thirty (30) days after receipt of thi days from the date of this Notice.	tal agreement will terminate on
	tantially the same act or omission which constitutes this non- months the Landlord may terminate the rental agreement subsequent nd breach.
after receipt by contacting the Land	ve the right to respond to this Notice within ten (10) calendar days lord,
at response to this Notice.	, either orally or in writing, of any grievance or
	remain in the dwelling unit on, or subsequent to the date specified for to enforce the termination by instituting legal action against you and
YOU WILL THEREFORE TAKE	NOTICE AND GOVERN YOURSELVES ACCORDINGLY.
Landlord or Agent for the Landlor	

### MEMO AND AFFIDAVIT OF SERVICE

STATE OF IOWA,	)					
	):	SS.				
County of	)					
The undersigned, fi side hereof on each of the pe each of the said persons at the	rsons to whom sa	id notice is ad	dressed, and r			
				City, Town or		
Name	Month	Day	Year	Township	County	State
					-	
- ,					·	
Subscribed in my presence a	nd sworn to befor	e me by said a	affiant this			, 19
			Notary Pul	olic in and for said Cour	ity and State	
, ====================================						

## Non-Compliance Notice

TenantJane_Doe	Date Date served
Address 2 Cherry Lane	_
Marshalltown, IA 50158	<del></del>
	·
You, and each of you are hereby notified that you have for agreement and/or the requirements of 562A.17 of the Coparticulars: (Specify provisions/sections)Site_the	de of Iowa, as amended, in the following
if possible. Be specific about who	at the tenant has done and
when it was done.	
	A
You are further notified that the rental agreement will tend (thirty (30) days after receipt of this Notice), if the aforest days from the date of this Notice.  You are further notified that if substantially the same act compliance re-occurs within six (6) months the Landlord to a new Notice specifying the second breach.	said breach is not remedied within fourteen (14) t or omission which constitutes this non-
You are further notified that you have the right to responsite receipt by contacting the Landlord, <u>name</u> , ad	` ,
	ther orally or in writing, of any grievance or
You are further notified that if you remain in the dwelling termination, the Landlord may seek to enforce the termination of you.	·
YOU WILL THEREFORE TAKE NOTICE AND GOV	/ERN YOURSELVES ACCORDINGLY.
Landlord or Agent for the Landlord signatu	ıre

#### MEMO AND AFFIDAVIT OF SERVICE

STATE OF IOWA,	)					
County of	) )	SS.				
The undersigned, first side hereof on each of the perseach of the said persons at the	sons to whom sa	id notice is ad	dressed, and r	states thathe served named below, by deliver names, to-wit:	the notice on ting a copy of sa	he obverse aid notice to
Name	Month	Day	Year	City, Town or Township	County	State
Subscribed in my presence and	d sworn to befor	e me by said a	affiant this	day of		
			Notary Pul	olic in and for said Coun	ty and State	
		=======		=======================================		

### NOTICE OF PAST DUE RENT

TO:						
Vou are notified that	the Lendlard	olaims tha fo	ollowing nas	et due rent from vou un	der the terms of your Ro	ental
Agreement covering the pr		Janns the it	Dillowing pas	st due ferit from you are	der the terms of your ra	oritai
					\$	
					\$	
					Total \$	<del></del>
TO TERMINATE THE REI	OT PAID WITH NTAL AGREE	IIN 3 DAYS MENT AS F	AFTER YO PROVIDED	BY THE UNIFORM RE	FICE, THE LANDLORD SIDENTIAL LANDLOR	D ENDS
AND TENANT ACT.  Dated:						
				Landlord		
			or	Landlord's Agent		
				-		
Section 562A.21 or .27 lowa Code	Land	dlord or Age	ent Address			
NOTE: If the Fair Debt Co No. 172, Notice of Validati		ces Act, 15	U.S.C. 169	2 et seq., applies to thi	s communication, attacl	h Form
		AFFI	DAVIT OF	SERVICE		
STATE OF IOWA			)			
COUNTY OF			ŚS.			
The undersigned be addressed, by delivering date and at the place set of	or mailing by c	ertified or re	egistered m	as given to each of the ail a copy of the notice	persons to whom the no to each of the persons	otice is at the
Name	Mo.	Day	Year	City	County	State
					· · · · · · · · · · · · · · · · · · ·	<u> </u>
Subscribed and swe	orn to before r	ne this	day of		·	
Not	ary Public in a					
		Commiss	sion Expires	•		

### **NOTICE OF PAST DUE RENT (Sample Copy)**

O: Jane Doe						
Address					<del></del>	<del></del> -
City, State Zip						
You are notified that Agreement covering the particles Address of reside	property at			st due rent from you u		of your Rental
Date rent due						mount
					_ \$_	
	<u> </u>		<del></del>		Total \$	
TO TERMINATE THE RE AND TENANT ACT.	ENTAL AGREE	MENT AS F	PROVIDED	OU RECEIVE THIS NO BY THE UNIFORM F	OTICE, THE LA RESIDENTIAL L	NDLORD INTENDS ANDLORD
Dated:				Landlord	······································	
			or	Landlord's Agent		
Section 562A.21 or .27 lowa Code NOTE: If the Fair Debt C No. 172, Notice of Valida	Collection Practi	ces Act, 15	U.S.C. 169	2 et seq., applies to t		
STATE OF IOWA			)			
COUNTY OF			.) SS.			
The undersigned be addressed, by delivering date and at the place set	or mailing by c	ertified or re	egistered ma	as given to each of th ail a copy of the notic	e persons to whe to each of the	nom the notice is persons at the
Name	Mo.	Day	Year	City	Cour	nty State
Subscribed and sv	vorn to before n	ne this	day of			
No	tary Public in a	nd for the S	tate of lowa	·		
	•		ion Expires			

#### Below is an example of a 24 Hour Advance Notice form.

It is a good idea for landlords to use a form similar to this to provide legal notification to tenants when the landlord needs access to a unit. State law indicates that landlords shall give the tenant at least 24 hours notice of the landlord's intent to enter and enter only at reasonable times, except in case of an emergency. (562A.19 (3.))

State law also defines "notice" as, when in the case of the tenant, the notification is delivered in hand to the tenant or mailed by certified mail or restricted certified mail to such person at the place held out by such person as the place for receipt of the communication. (562A.8)

The Housing Department has various sample forms available at our office for landlords. Any landlord interested in this information can stop by the office to pick up a packet of forms.

#### 24 HOUR ADVANCE NOTICE

Resident:			
Address:			_
Please be advised of	our intent to ent	ter your apartment on	
at approximately		a.m./p.m. for the following purpose:	
			_
Thank you for your c	ooperation.		
Landlord signature _			_
Date	Time	a.m./p.m.	